FY 07 HSGP Application Workshop
Questions and Answers

GENERAL QUESTIONS

Q: **What is the definition of a Subgrantee?**
A: Eligible subgrant recipients, referred to as subgrantees, differ for each program. Generally, eligible subgrantee recipients will remain the same as in FY06 (Operational Areas, including those with MMRS jurisdictions, Urban Areas and State Agencies). (Page 4 State Guidance)

Q: **Are the Operational Areas the counties and the Urban Areas the cities?**
A: Yes.

Q: **Is there a coordinator for OHS to work with the counties to assist them and answer questions?**
A: Yes, your Program Representative.

Q: **Is Technical Assistance (TA) available for the Operational Areas (OA)?**
A: Yes. Depending on the program, you would submit your TA request to the OHS and then we submit on your behalf to DHS. Most technical assistance however, will be provided by your OHS regional representative.

Q: **How are reimbursements processed?**
A: Reimbursements are sent to our office and processed through our Fiscal Payment Unit, then approved and sent to the accounting office at the Office of Emergency Services (OES). From OES the reimbursements are sent to the State Controllers Office. We are anticipating this process takes less than 45 days.

Q: **Are you asking the approval body to approve each reimbursement request?**
A: No, just the authorized agent.

Q: **Where do you want their signatures, on the front page or back page?**
A: Both places for the application, the last page for the reimbursements.

Q: **Can I become an Authorized Agent to ensure I can send approved items when needed?**
A: Yes. Have your Authorized Agent add your name as a "designee." The forms are available in the FY2006 State Guidance.

Q: **Some payments are coming in the form of a check, and some in wire transfers – which seem to be deposited into accounts that nobody knows where/why. Doesn't seem consistent.**
A: Payment is issued by the State Controller's office and is totally out of OHS control. There is always someone at the county who is in contact with the State about receiving the payment, so someone is aware it's there.

Q: **How far way is OHS from electronic fund transfers?**
A: At least a couple of years, as well as a couple of years from web-enabling the request process.

Q: **How do we find out about the Fiscal Management Workshops?**
A: Contact your Program Representative and ask to be placed on Larry Davis' Master E-Mail List.

Q: **What is the website for information bulletins?**
A: http://www.ojp.usdoj.gov/opd/docs/bulletins.htm.

Q: **What is an AEL #?**
A: It is the Authorized Equipment List number from the Responder Knowledge Base website (www.rkb.mipt.org).

Q: **Is the new AEL in a printable format?**
A: We will post a copy on the OHS website.

Q: **Can we put in a suggestion for that?**
A: Yes, by all means. The RKB is not an OHS database and we have no control of its contents, but anyone can us the "Contact Us" feature and communicate directly with the them.

Q: **Were you going to talk about the new FY 07 Authorized Equipment List (AEL)?**
A: The FY 07 AEL is indeed different than prior years. There are a few new steps and the AEL numbers are different.

Q: **Should I have my subrecipients just use the FY06 AEL for FY07?**
A: No. The FY06 AEL should not be used for FY07. This is not our website; however, you may want to contact DHS or the RKB to see if there could be a better format for their website.

Q: **Do we submit Reimbursement/Cash Requests both in the Secure Portal and hardcopy?**
A: No. Only the application must be submitted on the Secure Portal.

Q: **Do we submit reimbursements directly to OHS**
A: Yes. Please submit with original signatures.

Q: **Is the Secure Portal the Workbook?**
A: No. The ODP Secure Portal is a where your application will be submitted and the Financial Management Forms Workbook is used to complete your FY2007 application.

Q: **Will the secure portal include information for us and will be you send notices to us that information is there?**
A: Yes, there is a great deal of information on the Secure Portal. The receipt of a secure message is communicated with a email notification.

Q: **Will information be received through general email or through the ODP Secure Portal?**
A: Both.

Q: **Will OHS be using the Secure Messaging feature on the ODP Secure Portal?**
A: Yes

Q: **Do you get locked out of the ODP Secure Portal?**
A: Not for at least 6 months to 1 year.

Q: **Is there a reason we can't change the title of the portal to OHS?**
A: The Secure Portal is maintained by the federal government.

Q: **Can we have one password for everything?**
A: You can use similar passwords. They should be 8-15 characters and if you can find one that will work for all, you are welcome to do that.

Q: **Do we have to change our password almost completely every time?**
A: You can use variations of the same format.

Q: **Is there any way to request receipt acknowledgment and/or that the message has been read in the Portal Secure Messaging?**
A: Not at this time – it looks and acts like e-mail, but it's really not. BJ will take the suggestion forward.

Q: **Any plan to regionalize projects, which are pushed by the State? Multi-year, large projects?**
A: Nothing precludes counties from getting together and formulating multi-jurisdictional projects; however, there is no guarantee of long-term funding from the feds.

Q: **Is there going to be more information released on what constitutes counterterrorism activities?**
A: It is explained in greater detail in the Federal Guidance (Page 25 Federal Guidance).

Q: **What is a TLO?**
A: A Terrorism Liaison Officer (TLO) is an individual that could represent law enforcement, public health, first responders, etc. They are aware of any unusual terrorist activities. Unusual burns, bomb suspicions, surveillance, etc. They network with other TLO's to share information.

Q: **Is there a distinction between a sworn and a non-sworn Terrorism Liaison Officer (TLO)?**
A: No. And there is currently no requirement for an identified TLO to be fully certified – this year. It is acknowledged that there is still a lot of training to be accomplished in this area, and those efforts continue.

Q: **Regarding the Terrorism Liaison Officer (TLO), does it have to be law enforcement? Do they have to be certified?**
A: Does not have to be law enforcement and does not have to be certified this year.

Q: **Is the requirement to have documented access to Cal JRIES just for UASI's?**
A: No, it is required for everyone.

Q: **Is this for the local TLO's to have access for Information Sharing?**
A: Yes

Q: **Will training be available to the TLO that is identified?**
A: Yes.

Q: **Does this carry over to Infrastructure Protection Program grants?**
A: Not at this time.

Q: **Regarding the 10 days for final reimbursement at the end of the subgrantee performance period – is that calendar days or business days?**
A: Business.

Q: **What is the subgrantees deadline in regards to the BSIR, not the state deadline?**
A: We send out this information when the BSIRs are due. The State Administrative Agency (SAA) deadline is January 31st and July 31st, and the subgrantee deadline will probably be one week prior to the state deadline.

Q: **When does the Grant Reporting Tool (GRT) open for Biannual Strategy Implementation Report (BSIR) data entry?**
A: Usually four to five weeks prior to the SAA due date. We will let you know when it is open. If the BSIR says "Data Entry Progress", it is open.

Q: **Do we have to wait until June to do the Initial Strategy Implementation Plan (ISIP)?**
A: We, the SAA, will most likely enter the information for the ISIP and the subgrantees will enter projects in January (similar to the FY06 process).

Q: **If the BSIR deadline is moved up, does that mean the training will be provided earlier?**
A: Yes.

Q: **What happens to the 10% penalty for BSIR?**
A: It will be reallocated to other eligible applicants.

Q: **Do you normally provide two Biannual Strategy Implementation Report (BSIR) training sessions?**
A: Yes, one in January and the other June or July or each Fiscal Year.

Q: **Are the Performance Milestones to be listed in the BSIR?**
A: No.

Q: **When we go into the BSIR, the EMPG project won't be in there?**
A: No, you have to enter it.

Q: **Is the Emergency Management Performance Grant (EMPG) administered by OES?**
A: Yes.

Q: **When does the 120-day period for monitoring start?**
A: Normally you receive a letter from Program Manager Stacy Mason-Vegna advising you of the information. Contact our Monitoring and Audits Unit for additional information.

Q: **Will the corrective action plan request be sent by letter?**
A: Yes, they go out from the monitors.

Q: **What is the appeal process for the Corrective Action Plan?**
A: Please coordinate with Stacy Mason-Vegna, Program Manager for the Monitoring & Audits Unit.

Q: **When is the State going to put out something regarding what not to do on grants?**
A: Stacy Mason-Vegna went over that at the conference and has some excellent information on what not to do and who is doing things well.

Q: **Could you please clarify the use of Performance Bonds?**
A: Required for any vehicle, aviation, or watercraft purchase, or anything over $250,000.

Q: **Does the $250,000 amount go towards services for Performance Bond?**
A: Just the purchase cost; however, the cost of the bond is an allowable expense.

Q: **Since Performance Bonds vary, does it need to cover 5%, 25% or 100% of the cost of the item?**
A: Performance Bonds must have 100% coverage of the item.

Q: **So every vehicle and watercraft needs a Performance Bond?**
A: Yes.

Q: **Do trailers need a Performance Bond?**
A: No. Unless the total cost is over $250,000.

Q: **On the performance bond, is it based on the cost per item or total purchase?**
A: Total purchased.

Q: **Is it required specifically for aviation or watercraft or for any vehicle?**
A: Any vehicle.

Q: **Does the Performance Bond requirement apply to the BZPP grant?**
A: No, not at this time.

Q: **Can you use SHSP funds for a Performance Bond?**
A: Yes.

Q: **Is attending the FY07 Application Workshop covered under M&A or planning?**
A: It would be allowable under both.

Q: **Are contractors included in M&A?**
A: No.

Q: **We were allowed to put aside money for maintenance costs in FY05. Is it okay in FY06?**
A: Yes.   What was this question about?

Q: **If I bring in someone to handle homeland security I can use personnel monies including overtime and backfill?   Backfill?**
A: Yes.

Q: **How will we hear if we got approved for disencumbered funding?**
A: If you did not hear from us, then you have not received additional funds.

Q: **Are changes allowed for modifications the same as in FY2006?**
A: Yes.

Q: **Does a sole source request count as a modification?**
A: No.

Q: **Is OHS approval required for all Sole Source Requests – regardless of the cost?**
A: Yes, pre-approval for **all** sole source requests is required.

Q: **Does a sole source approval supersede local authority**
A: No, you should still be following your local processes.

Q: **Could we lump modifications with sole source requests as one modification?**
A: Yes.

Q: **When you purchase inventory that is listed on your inventory roster, and then you get a lower price and can purchase more, do you have to do anything?**
A: No

Q: **for State Agencies, if Project B was approved, but Project A is a higher priority, can the subgrantee decide to do Project A instead?**
A: No, you must complete the project that was approved.

Q: "On behalf of" – does that come back to the OA in some fashion – it's not being given to someone else?
A: Yes, it comes back to the OA.

Q: **Can you use previous year money for the stakeholder's conference?**
A: Yes.

Q: **If there is a workgroup, will they be reimbursed if they go to the stakeholder's conference?**
A: Yes.

Q: **How long will the Stakeholder's Conference be?**
A: 2 ½ to 3 days – plan on 3 days in Sacramento during the first 2 weeks of December each year.

Q: **Has there been any consideration for changing the stakeholder's conference from being held December, so close to the holidays?**
A: Unfortunately, not at this time. The Stakeholders Conference will be held during the first two weeks of December every year.

Q: **Are the Questions and Answers (Q&A) available from FY06?**
A: Yes, we can send them to you upon request.

Q: **Are the power points on the website?**
A: Some are and the others will be soon.

Q: **Does the Modification process apply to BZPP?**
A: Yes.

Q: Will there be formal letters for the FY2005 BZPP extension?
A: Yes. These extensions will be handled in the same manner as other extensions. An e-mail has gone around, but at this time, the only one with an extension is the SAA. A Grant Management memo will be forthcoming outlining the process of requesting an extension. Not to worry, they will be approved.

Q: Is the FY06 Buffer Zone Protection Program (BZPP) out yet?
A: Yes. Some counties have received notification. If there was no notice, then BZPP was not received. More chemical sights were included for FY06. We will get you more information as it becomes available. Notifications will come through the Operational Area (OA).

Q: Do we select our own critical infrastructure sights?
A: No, this is determined by DHS.

Q: Is there an extension for the FY05 BZPP?
A: Yes. It will still be on a case-by-case basis and a similar process used for the HSGP extensions.

Q: Who decides what the theme is for Golden Guardian?
A: OHS Exercise Branch.

Q: Is an improvement plan for an exercise considered a modification?
A: No, it is part of the plan.

Q: Would we have to cancel an exercise if there are different disciplines attending and we do not have a modification?
A: No, we will not make you cancel an exercise. In these types of instances you need to work with your program representative. We are here to help you spend your grant money.

Q: Are you providing feedback on AARs?
A: Yes.

Q: Regarding the After Action Report (AAR), sometimes there is a delay with equipment and we cannot enter anything until it is completed?
A: Enter the status or if it is pending. It is important to give status.

TRAINING QUESTIONS

Q: Is the Training Request Form the same as the one on the CalGuard site with Alex Cabassa?
A: Yes.

Q: Is the training process the same as FY2006?
A: Yes. Copies will be made of the Exercise and Training rosters, the rosters are sent to Exercise and Training for approval, and a Tracking Number is obtained for your application.

Q: Is the tracking number required on the training form?
A: Yes.

Q: **When did we start the tracking number?**
A: In FY2006.

Q: **Why don't we have a choice for MD (multi-discipline) in the Training spreadsheet?**
A: We need more specific information regarding who is actually receiving the training.

Q: **How do you differentiate if the person is backfill, etc. on the Training sheet?**
A: By using the drop down boxes in the workbook.

Q: **Regarding the 10% set aside for POST from LETPP funds, with that be before or after the 20% set aside?**
A: After.

Q: **Starting in July, Low Angle Rescue is a requirement for Rescue Systems I. Low Angle Rescue is not on the approved list. Is there a plan to add that?**
A: OHS is working with the State Fire Marshal to have it approved.

Q: **Is the 10% for Training from each funding source?**
A: No, 10% of the total Award.

Q: **Does the 10% for Training apply to the State Agencies?**
A: No.

Q: **Is there a way to show Multi-Discipline for a Training class on the Training Roster sheet?**
A: Each discipline must be listed separately, though they can all be listed under one project.

Q: **So that means you could have many lines for each class?**
A: Potentially, you could have as many lines as there are disciplines.

Q: **Is the 10% given to the State for POST out of the allocation to the OAs?**
A: No. It is taken out before the allocations are made.

Q: **Regarding POST requirements for TLO, does it have to be law enforcement?**
A: No.

Q: **When we make the training roster, do we included all future training**?
A: Yes.

Q: **Is this the same for the equipment roster?**
A: Yes.

Q: **Is the 10% Withhold of LETPP funds for TLO training on top of the other 20% withhold for a total of 30%?**
A: Yes.

Q: **And in addition to the required 10% for Training?**
A: Yes.

Q: Any thought to have the required 10% for Training be for Training AND Exercise?
A: It is being considered.

Q: Is MMRS excluded from the 10% total award for training?
A: Yes.

Q: Law Enforcement Training set aside, so that is a total of 30% taken off?
A: Yes, but it is based on the State FY07 award amount prior to the allocations being made.

Q: Is there any training available at EMI that is free?
A: All the training that is conducted at EMI is free to traditional responders and emergency managers. They pick up all the costs, similar to federal DHS courses, except jurisdictions that want to attend EMI courses have to go through Roger Lewis at CSTI (OHS Training Branch does not manage the FEMA/EMI courses).

Q: The individual going to training does not fill out the training form, but the authorized training person does, correct?
A: Yes.

Q: If we want to change the training we had originally requested, what do we do?
A: You submit a modification request to your Program Representative.

Q: Do we need to go through G&T for NIMS?
A: Yes, for reimbursement purposes.

Q: Is there any way to put money away for classes we are developing?
A: Not at this time. You must get the class approved prior to having it on your training roster.

Q: How do we put more than one discipline for each training class?
A: You must do a separate line for each discipline.

Q: Why do we need to report each discipline receiving training?
A: Because we are asked this information by the Legislature.

Q: Is the state looking for interface?
A: Check out the HSEEP website for additional information.

Q: Are they supposed to provide certificates at the Hazmat Emergency Response Workshop?
A: The will provide a certificate of completion

FY2007 APPLICATION SPECIFIC QUESTIONS

Q: How much money will the States be competing for at the federal level?
A: SHSP - $509,250,000; UASI - $746,900,000; LETPP - $363,750,000; MMRS - $32,010,000; and CCP - $14,550,000 (Page 1 of the federal FY2007 HSGP Overview). The money is about the same as in years past, but the trend is to award among the different programs differently.

SHSP has been greatly reduced and redirected into other areas (BZPP, TSGP, etc.). Look for this to continue as new programs come on line

Q: **When will we get the Investment Justifications (IJs)?**
A: Soon. When the IJ's are finalized, we will get these to you.

Q: **Do we submit the FY07 application via the Secure Portal, or by mail, or both?**
A: Both.

Q: **Is the written application different than last year?**
A: No, it is very similar.

Q: **Is the application checklist a part of the State Supplement?**
A: No. We will provide you with the checklist to assist in submitting your application materials.

Q: **Can we submit a form that has the required information already on it?**
A: It will need to include the grant performance period and be current for FY2007.

Q: **Are we going to have time restrictions on equipment purchases for FY07?**
A: Yes. We are providing milestones that we (OHS) feel are reasonable.

Q: **Will the performance milestones be included for FY07?**
A: Yes.

Q: **When will the Financial Management Forms Workbook be made available on the website so Subgrantees can begin compiling the FY07 information?**
A: Soon. Basically, it's the same Workbook from FY06, except for the addition of the cover sheets and Grant Management roster. If Subgrantees want to start putting their FY07 information into the FY06 Workbook, it can simply be copied into the FY07 version when it comes out. For planning purposes, you may begin completing the workbook based on last year's award amount to your jurisdiction

Q: **Is there a date that the FY07 Workbook will be made available?**
A: No set date, but it is a top priority to get it out. For those subgrantees who want to get started early, you may begin adding the information into the FY06 version, and then you can then cut and paste into the FY07 Workbook when it is made available.

Q: **Can the OA's get rid of the tabs in the Workbook that don't apply (i.e., MMRS, UASI, State Agency)?**
A: Yes. Keep the tabs that pertain to your jurisdiction.

Q: **Do you have any heartache with adding columns to the Equipment Ledger for our own use?**
A: No.

Q: **Why is there no planning roster?**
A: We have not incorporated one at this time.

Q: **Can we use old Governing Body Resolutions?**
A: No, the resolution needs to be new.

Q: **Regarding the inventory ledger, are we talking fixed assets?**
A: Any equipment purchased with Homeland Security dollars needs to be identified on the equipment inventory ledger.

Q: **Is this new for FY2007?**
A: It started with FY2006 and is being used again in FY2007.

Q: **Was this form required in 2006?**
A: Yes.

Q: **Is the PowerPoint going to be available for distribution?**
A: Yes.

Q: **Can equipment items purchased with homeland security dollars be used for real-life events (such as wildfires)?**
A: Yes.

Q: **Is the Tactical Interoperable Communications Plan due in November 2007?**
A: Yes, just the Statewide Communications Interoperability Plan (SCIP). We will let you know of the format and the website address (www.calsiec.org).

Q: **Is participation in TICP development authorized for Planning dollars?**
A: Yes, because there is a final product.

Q: **Would we be able to put TICP under planning?**
A: Yes because there would be an end product.

Q: **Are you talking about every OA for Tactical Interoperable Communication (TICP) needs?**
A: Yes, Existing systems will most likely be transferred. Every county must have one and it will most likely be transferred into the California Statewide Interoperability Executive Committee (CalSEIC) format.

Q: **Tactical Interoperable Communications Plan (TICP), can you elaborate on the process for FY2008?**
A: As soon as we know more we will let you know. May also wish to view the California Statewide Interoperability Executive Committee website at www.calsiec.org.

Q: **How does TICP tie in with Trimax?**
A: It is the same type of thing. The existing systems would transfer into CalSEIC.

Q: **Is CalSIEC looking at the TICP plans in the state?**
A: Yes.

Q: **Is this Statewide Communications Interoperability Plan being prepared by CalSIEC?**
A: Yes. Our OHS representative is Deputy Director Robert Samaan.

Q: **Can current staff work exclusively on this project?**

A: You cannot supplant, but if they are developing things for the grant it is okay, as long as you do not exceed your 15% allowance for personnel costs.

Q: **Is the cost to hire a contractor subject to the Personnel percentage limitation?**

A: No.

Q: **Do we have to wait until after July 9th to send out the application?**

A: July 5th is the anticipated date of award announcements from DHS and we anticipate the subgrantee allocations will be available on July 9th. You can start now working on your application. The applications will be due 30 days after we receive the award (August 9, 2007).

Q: **If the Operational Area (OA) applications are due on August 9, 2007, when are the UASI applications due?**

A: Same date (August 9, 2007).

Q: **Until the FY07 awards in July, should we begin planning using the FY06 amount we received?**

A: Yes. But also keep in mind your allocation will be based on what the state receives.

Q: **The FY07 subgrantee application deadline is August 9, 2007, for everyone. Is there anyway to have people scheduled for a different due date?**

A: That would be too difficult to arrange on a fair and equitable basis.

Q: **If the application deadline is August 9, 2007, do we have about one month to put application and workbook together**?

A: Yes.

Q: **Will the FY2007 awards be allocations-based again?**

A: Yes.

Q: **Are you going to publish what the base rate is?**

A: Yes.

Q: **Is there a set formula amount of money for the OAs to receive or will it be competitive?**

A: It is not competitive and will be based on a base rate plus population (same as last year).

Q: **Why do we need to apply if it is on base rate plus population?**

A: We cannot just hand out money and not everyone has to or will apply. Or if they do apply, some may choose not to accept the money. The OHS applies to DHS for the funds, and the subgrantees apply to OHS for their award.

Q: **Do we need to give justification for our projects if it is done on base rate plus population?**

A: Yes you do, we need to justify it to DHS.

Q: **On the award letter, can OHS put the actual date of the performance period instead of just "90 days before the end of the Federal Performance Period"?**

A: That is something we have taken under consideration.

Q: Why don't you do the application on line like Grant.gov?
A: We are working towards that by using the ODP Secure Portal.

Q: Regarding the allocation by discipline, is it true the 20/20/20/40 split is no longer required?
A: Yes, it is no longer required by the state. Distributions will be determined at the local level.

Q: Now that there is no 20-20-20-40 split, is LETPP money still just for law enforcement?
A: Yes.

Q: Do we still need to submit the disciplines on our applications?
A: Yes.

Q: Does Community Emergency Response Teams (CERT) go under a separate solution area?
A: No.

Q: Does the FY07 application need to come from an Authorized Agent?
A: Yes.

Q: Is there any way to link or track the AAR?
A: No.

Q: When you say document grant capabilities, what do you mean?
A: Who is doing what regarding the grant. To capture this date, the Grant Management Roster has been included in the Financial Management Forms Workbook.

Q: What information do you want regarding roles for Grant Management Capability?
A: What functions your staff are performing regarding the grant.

Q: Is there any current legislation that would open funding for non-profit organizations?
A: Yes. Information Bulletin #252 was released on April 27, 2007, announcing the FY2007 Urban Areas Security Initiative (UASI) Non-Profit Security Grant Program (NSGP). More information will be forthcoming.

Q: For the Federal Information Sharing Pilot (Counterterrorism Staffing Pilot) is this a salary reimbursement and how is it not considered supplanting?
A: It is a salary reimbursement for existing positions that are currently assigned to full-time counterterrorism duties. DHS does not consider this supplanting.